

State of Louisiana

Fiscal Year 2010 Appropriations Request

The following information must be received by **February 20, 2009** so that we have sufficient time to analyze the request, obtain additional information if required, and submit worthy project requests before the Appropriations Committee deadlines. Since all mail is delayed and scanned before delivery to the Capitol complex, requests should be submitted electronically to ensure timeliness. **Please e-mail the information as an attachment (preferably Word format) to Vitter_Projects@vitter.senate.gov. If you are unable to email the request, please call Charles Brittingham at (202) 224-4623 or fax my Washington office at (202) 228-5061 as soon as possible to discuss alternative methods of submission.**

1. Provide the exact name and location of the potential grant recipient, along with the name, title, address, phone and fax number, and email of a contact at the organization. Also, please provide a DC contact person and information, if different from the grant recipient.
2. Describe the organization's main activities, and whether it is public, private or non-profit entity.
3. Provide a brief description (**150-200 words maximum**) of the activity or project for which the funding is requested. The description should provide a brief summary of the project including its history, current status, and most importantly, a justification for funding. Also, please include how the project will positively impact the community, parish, state, and/or nation. If the request is for construction, please identify the programmatic activity that will be carried out in the facility. Please indicate whether this request is for construction, equipment, or other one-time expenses, or if the funding is for ongoing expenses. Please indicate if this is a new start project.
4. What is the total project cost? How much funding is needed to complete this project?
5. What is the amount you are requesting for FY 2010? Please note that the Appropriations committee, in general, provides only one year of funding at a time. If your request involves more than one year, please indicate the one-year amount. Include a concise budget breakdown of the requested funding? For example, equipment \$40,000; computers \$3,000 etc.)
6. Federal funding history (**Important**). Please indicate whether this project has received federal funding in the past. If so, what appropriation bill, reauthorization bill or

government agency provided that funding? Also, include any federal grant funding received in the past.

7. What other funding sources (local, state, private) are contributing to the project and what amounts?
8. Are you requesting specific bill or report language? If so, what language are you requesting in what bill and/or report?

If you are requesting water and/or wastewater assistance, please fill out the attached EPA/STAG form.

9. What Appropriation Bill, Agency, and Account are you seeking funds from? The 13 appropriations bills/ subcommittees are (1) Agriculture and Rural Development; (2) Commerce, Justice, and Science; (3) Defense; (4) District of Columbia; (5) Energy and Water; (6) State and Foreign Operations; (7) Interior and EPA; (8) Labor, Health and Human Services, and Education; (9) Military Construction and Veterans Affairs; (10) Transportation and HUD, (11) Homeland Security, and (12) Financial Services/Small Business Administration.

For example: (8) LHHSE – Department of Education – FIE (Fund for Improvement of Education)

Agency and Account information can be found by searching the appropriation bills located on <http://thomas.loc.gov> . If you have questions on how to do this, please feel free to contact Charles Brittingham at vitter_projects@vitter.senate.gov or (202) 224-4623.

10. Is authorization required for this project? If so, what is the status of authorization? For example, authorization was required and provided in Public Law 106-110. (Enclose copy of authorization). Or, authorization is required and being pursued through a specific Committee. Or, this is a small project and does not need authorization.
11. Many projects require a local funding match. Is the local funding match currently available if the project receives FY 2010 federal appropriations? If so, how much?
12. What regional entities or other parishes/ municipalities would benefit from your request?
13. Please include two letters of recommendation from local or state sponsors.